

Bath Township Public Library

Meeting Minutes

(*****AMENDED*****) *Wednesday, October 21, 2020 (Remote Meeting via Zoom)*

Present: (Board Members) Lynn Bergen, Ken Jensen, Theresa Kidd, Sue Garrity, Shannon Vlastic, Ryan Fewins-Bliss
(Library Director & staff) Kristie Reynolds
Public: Audrey Barton

Next meeting: Wednesday November 18, 2020 @ 6:00pm

I. Regular Business

- a. Meeting called to order at 6:01pm
- b. Moment of civic reflection.
- c. Theresa moves to approve the agenda as presented, Ken 2nd, all in favor.
- d. Public comment on agenda items: Audrey wanted to check in on behalf of the Bath Public Art Committee. Melissa Eggleston will be primary artist for new library mural and will be in touch with Kristie and the board over the coming days and weeks.
- e. Disclosures of conflict of interest: none.
- f. Ken moves to approve the minutes as presented. Ryan 2nd, all in favor.

II. Financial Report

Attached. Will need to make budget adjustments in November. Kristie has been in contact with auditors re: how we should reflect out 65k building payment and will update. Ryan moves to accept financial report as presented, Ken 2nd. All in favor.

III. Director's & Youth Services Reports

Attached. We are moving! Kristie did hire one person to help at circulation desk, Elle. She has volunteered at the library in the past. Working on business continuity plan and state aid which is complicated due to Covid. Numbers have been down (not much!) but this is to be expected as September is busy because of school starting. That said – wireless use was up.

IV. Unfinished Business

a. Strategic Planning;

- i. The move; discussed above.

b. Policies:

- i. CHRI policy; need to correct / add “Bath Township Public Library” in a few spots in the template and fix minor typos. Shannon moves to accept the policy with these minor changes, Lynn 2nd, all in favor.
- ii. Fraud Risk Management Policy; Need a committee to meet quarterly to discuss any potential fraud issues. Meetings can be cancelled if not needed. Will discuss fraud committee in November meeting. Ryan moves to accept policy, Theresa second, all in favor.

c. Directors Evaluation:

- i. Bonus; Because Kristie has been such an asset and has gotten us through some very tough times with Covid and our move, etc... Lynn moves to approve a \$2,000 bonus for next paycheck. Theresa 2nd, all in favor. Will re-evaluate second bonus in the spring. Kristie is in charge of evaluation of bonus for her staff.

V. New Business – Items for Discussion

- a. None.

VI. Items for Action:

- a. None.

VII. Closing

- a. Public Comment: Audrey Barton states that she appreciates how productive and optimistic our meetings are from a board member perspective.
- b. Board Member Comment: none.
- c. Ryan moves to adjourn the meeting, Theresa 2nd, all in favor.

Meeting adjourned at 7:01pm